

Minutes from October 16, 2002 MSFC PMC  
Prepared by VS10/Rich Gladwin

Art Stephenson chaired the meeting. Rich Gladwin reviewed the agenda. The agenda included two items (1) Review of open MSFC PMC actions and (2) Findings from the Chandra X-ray Observatory (CXO) Independent Annual Review (IAR). VS10/Rich Gladwin presented the status of open actions. Bill Kilpatrick recommended that Action 1 from the 8-23-02 MSFC PMC be expanded to include training requirements and experience requirements for Lead Sub-System engineers. Mr. Stephenson agreed that the action should be modified. Three actions remain open. No actions were closed.

VS10/Bob McKemie presented the findings and observations from the CXO IAR. The IAR team did not identify any new findings. Findings are defined as violations of Level I/PCA requirements. The IAR team did make 3 observations. First, CXO does not have a formally documented risk management process. CXO agreed to document its risk management process and to review top risks at program meetings. Second, thermal environments of some components may be experiencing higher than anticipated temperatures. CXO is closely monitoring the thermal environments and is considering operational ways to reduce thermal exposures. Third, extended mission planning will be required to extend mission life an additional 5 years. CXO has a comprehensive plan to extend their mission. In summary, the CXO Program is operating and is expected to continue operating at a high performance level, meeting or exceeding all commitments. Planning to extend mission an additional five years appears reasonable and achievable with minimum risk and reduction in performance levels. No major concerns were identified by the IAR team. Jim Ellis asked if the scope of the review included IT security, and was told it did not. Mr. Stephenson inquired about possible synergy between the CXO Knowledge Capture effort and MSFC SMO Knowledge Capture activity. Gerry Flanagan agreed to investigate.

Art Stephenson asked that future IAR teams include a team member to ensure that information technology issues are properly addressed (e.g. proprietary data, corruption of science data etc.). Mr. Stephenson also asked that future IAR teams include a team member to evaluate the effectiveness of a program's education and outreach both to the general public and to MSFC employees. Mr. Stephenson asked that CXO look for ways to celebrate and get recognition for its achievements. The CXO outreach program should be able to explain to the general public and to MSFC employees how CXO discoveries benefit life on Earth. Mr. Stephenson asked if CXO had exchanged lessons learned with the Hubble Space Telescope (HST) program. The CXO program responded that several meetings had taken place with HST for this purpose.

No new actions were assigned. The meeting was then concluded.

Attendance for MSFC PMC  
October 16, 2002

<b>Name</b>	<b>Organization</b>
<u>COUNCIL MEMBERS</u>	
Art Stephenson	DA01
Gerry Flanagan (for Dale Thomas)	VS01
Dave Bates	RS01
Kathy Pollard (for Denny Kross)	TD01
Bill Kilpatrick	ED01
Tom Fleming (for Ann Whitaker)	SD01
Yolanda Harris (for Alex McCool)	MP01
Amanda Goodson	QS01
Jim Carter (for Sheila Cloud)	AD01
Steve Beale	PS01
Jim Ellis	AD30
Jim McGroary for (Bill Hicks)	LS01
Tony LaVoie (for Jan Davis)	
<u>OTHERS IN ATTENDANCE</u>	
Rich Gladwin (PMC Secretary)	VS10
Roger Brissenden	SAO
Keith Hefner	FD03
Jim Pierce	QS30
Marc Osborne	FD03
John Glenn	FD11
Bob McKemie	VS10
Roslin Hicks	VS10